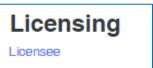
LCIS Quick Guide - Payment

Please use the most current version of the Google Chrome browser to access LCIS. Google Chrome can be downloaded from this link: https://www.google.com/chrome/

2 Payments

Licensees and Authorized Agents may make online credit card payments via LCIS. Payment screen, **Pay Balance Due** page will populate after an application requiring payment has been submitted. If an application(s) have already been submitted, **Pay Balance Due** page may be accessed from the Licensee-License grid.

On the LCIS Homepage, under the **Licensing** menu, click on **Licensee**.

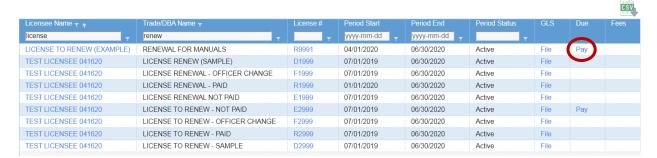


To make a payment, go to the **Due** column, double click **Pay** and the **Pay Balance Due** page will appear.

Home / Licensee-Licenses

Licensee-Licenses



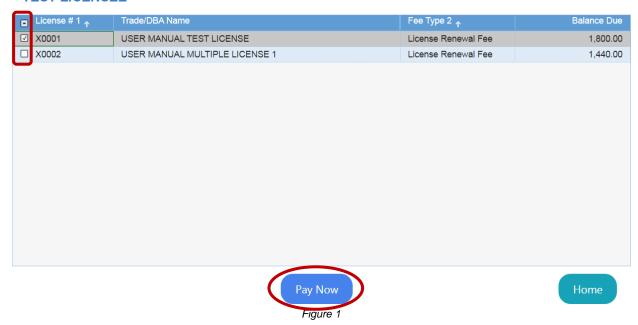


2.1 Make an Online Credit Card Payment

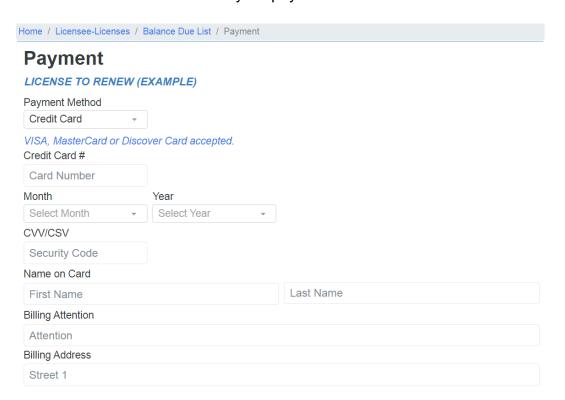
- a. The **Pay Balance Due** lists all fees that are outstanding, for your license(s).
- b. Select the fee(s) you wish to pay by clicking the **check box** next to the appropriate entry(ies).
 - 1. If you have multiple licenses, an individual fee will be listed for each license.
 - 2. You may select multiple entries for one payment transaction, by clicking the check box at the top of the check box column.
- Click the Pay Now button to go to the Payment page and enter your credit card information.

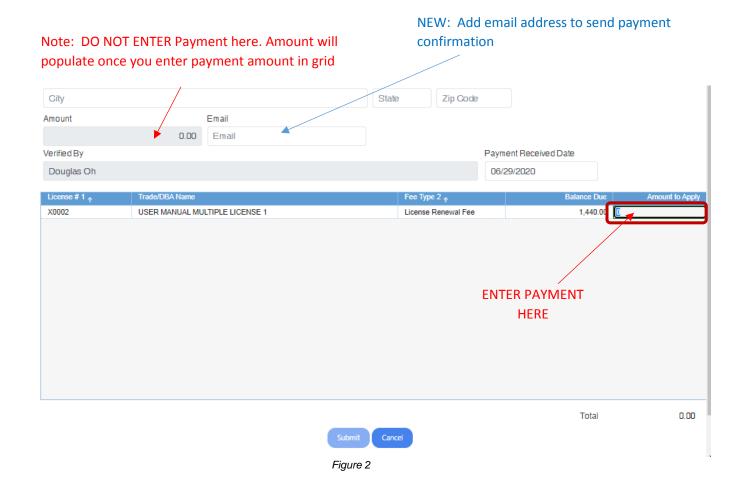
Pay Balance Due

TEST LICENSEE



- d. On the **Payment** page, select "Credit Card" from the **Payment Method** drop-down list.
- e. Double-click on the "0.00" in the **Amount to Apply** field and highlight the text. Enter the amount you wish to pay, and click anywhere else on the screen. The amount entered will be displayed in the grey **Amount** field.
- f. NEW: Enter your email address to receive an email confirmation of your payment.
- g. Click the **Submit** button to submit your payment.

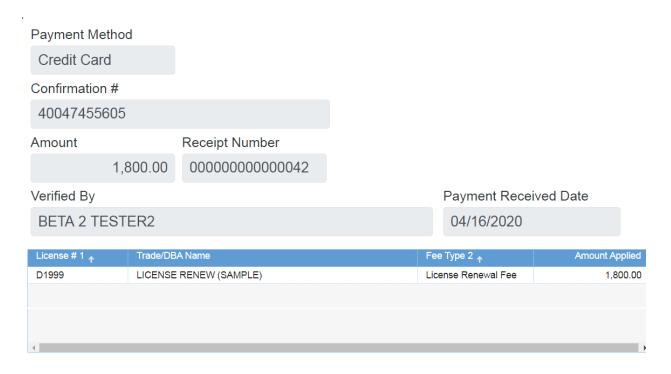




- h. The **Payment Confirmation** page will display a Receipt Number. You may take a screenshot or print this page to keep as proof of payment.
 - 1. To take a screenshot...
 - i. Mac or Apple press Shift+Command+3
 - ii. PC or Windows press Alt+PrtScn
 - 2. To print this screen...
 - i. Go to File and select "Print..."
 - ii. **OR**, hover your mouse over the screen and right-click to open the menu, and select "Print..."
 - iii. <u>OR</u>, press and hold down the Control key and click your trackpad once to open the menu, and select "Print..."
- i. Scroll down and click the **Done** button to go back to the LCIS Homepage.

Payment

TEST LICENSEE 041620



Total 1,800.00



2.2 NEW: View Payment History

To view history of payments, click "Licensee" under the Licensing menu on the LCIS Home screen. Under the "Payment" column, double click on "View" link to view all payments.

